



Layoff Guidelines

Employee Benefits

2003

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Layoff Guidelines -- Employee Benefits

Discretionary Day:

- To be eligible for a discretionary holiday, an employee must be eligible for and/or participating in the State of Kansas health insurance plan; the Kansas Public Employees Retirement System (KPERS) plan; or the Kansas Board of Regents retirement plan and be employed by the State of Kansas for at least six months.
- The discretionary day must be taken prior to termination of employment date.
- An employee may not be paid for the discretionary day in lieu of taking time off.
- The discretionary day must be used at one time and may not be taken in increments.
- The length of the discretionary day is equal to the number of hours an employee is regularly scheduled to work.

Group Health Insurance:

- Employee's current health insurance coverage will cease as of the last day of the month in which the termination of employment occurs.
- Employee has the option to temporarily extend the State of Kansas health insurance plan they are currently enrolled in through a Federal law known as the Consolidated Omnibus Budget Reconciliation Act (COBRA) for up to 18 months. COBRA continuation is not automatic; it is a choice the employee must make.
- This extension of coverage applies to any family members participating in a State of Kansas health insurance plan at the time of the employee's termination of employment.
- Employee is responsible for paying both the employee and employer monthly premium during the COBRA period of coverage.
- COBRA is administered by CompLink, a company contracted by the State of Kansas.
- CompLink will notify the employee of enrollment requirements and premium payment methods. CompLink's toll-free telephone number is 1-866-214-2978.
- CompLink mails information to the employee's home address as shown in the KSU Human Resource Information System.
- The employee must complete the COBRA election form that accompanies the COBRA notification letter. The employee has 60-days from the date of the notification letter to return the COBRA continuation election form.
- Generally there is a 2-3 week transition period from when the employee's coverage is administered by KSU and CompLink assumes this responsibility.



Flexible Spending Account (FSA) - KanElect:

- Employee's current participation will cease as of the last day of the month in which the termination of employment occurs.
- For Health Care FSA you will have until March 31st following the end of the plan year to file claims which were incurred up to the end of the month in which the termination of employment occurs. Coverage may be extended through the end of the calendar year on an after-tax basis if you elect continuation of Health Care FSA coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act). COBRA continuation is not automatic; it is a choice the employee must make.
- For Dependent Care FSA you will have until March 31st following the end of plan year to file claims which were incurred up to the end of the plan year as long as IRS guidelines are met. There is not a COBRA option for Dependent Care FSA.
- KanElect COBRA is administered by the State of Kansas. The COBRA notification will be sent to the employee's home address. Account balances and general information may be obtained from ASI at their toll-free telephone number: 1-800-366-4827.
- Employee is to submit KanElect claim forms and supporting documents directly to ASI at P.O. Box 6044, Columbia, MO 65205-6044. Claim forms may be printed from their web site: <http://www.askflex.com>.

Educational Savings Program (Learning Quest):

- If you currently have payroll deductions for Learning Quest and have met the required \$500 minimum contribution amount, then contributions will stop automatically after your final paycheck.
- If you have not reached the required minimum contribution amount of \$500, or if you wish to continue contributing to your Learning Quest account, then you will need to convert the account to an automatic monthly investment of \$25 or more. This monthly investment will be deducted from your personal savings or checking account.
- For additional information and necessary forms, contact Learning Quest at 1-800-579-2203.

Leave Payout:

- **Classified Employee - -**
 - vacation leave
 - (a) vacation leave paid at current hourly rate of pay
 - (b) vacation leave paid up to the maximum allowed accumulation each fiscal year:

<u>Years of Service</u>	<u>Maximum Allowed Accumulation</u>
Less than 5 years	144 hours
5 years and less than 10 years	176 hours
10 years and less than 15 years	208 hours
15 years and over	240 hours



NOTES:

Employee needs to use any excess vacation leave prior to the termination of employment date

Retiring employees may be paid for the number of vacation leave hours accrued at the time of retirement, but not for more than the maximum allowed accumulation based upon years of service

- sick leave - not paid except through retirement
- compensatory time (if earned)
 - (a) compensatory time paid at current hourly rate of pay
 - (b) paid up to the maximum amount accumulated
- holiday compensatory time (if earned)
 - (a) holiday compensatory time paid at current hourly rate of pay
 - (b) paid up to the maximum amount accumulated
- **Unclassified Employee - -**
 - vacation leave - -
 - (a) vacation leave paid to 12-month employees only; 9-month employees do not earn vacation leave
 - (b) vacation leave paid at current hourly rate of pay
 - (c) vacation leave paid to a maximum of 176 hours

NOTES:

Employee needs to use any excess vacation leave prior to the termination of employment date

Retiring employees may be paid for the number of vacation hours accrued at the time of retirement, but not for more than 240 hours

- sick leave - not paid except through retirement
- compensatory time (if earned)
 - (a) compensatory time paid at current hourly rate of pay
 - (b) paid up to the maximum amount accumulated
- holiday compensatory time (if earned)
 - (a) holiday compensatory time paid at current hourly rate of pay
 - (b) paid up to maximum amount accumulated



Life Insurance Conversion:

- Basic term life insurance - -
 - (1) valued at 150% of salary.
 - (2) employee may elect to convert policy from group term life insurance to an individual permanent life insurance policy without proof of insurability.
 - (3) premium is based on employee's age at the time of conversion and the dollar amount converted. Premium is paid directly to Minnesota Life Insurance Company.
 - (4) employee, if interested in conversion, is to complete a life insurance conversion form within 31 calendar days of termination of employment date and submit the form to the KSU Division of Human Resources.
 - (5) individual permanent life insurance policy is issued by Minnesota Life Insurance Company.
- KPERS Optional Group Life Insurance - -
 - (1) employee may elect to convert up to the dollar value of KPERS Optional Group Life Insurance (if purchased).
 - (2) employee may elect to convert policy from group term life insurance to individual permanent life insurance without proof of insurability.
 - (3) premium is based on employee's age at the time of conversion and the dollar amount converted. Premiums are paid directly to Minnesota Life Insurance Company.
 - (4) employee, if interested in conversion, is to complete a life insurance conversion form within 31 calendar days of termination of employment date and submit the form to the KSU Division of Human Resources.
 - (5) individual permanent life insurance policy is issued by Minnesota Life Insurance Company.
- Teachers and Employees Association (TEA) - -
 - (1) employee may elect to convert up to the dollar value of TEA life insurance in effect at the time of termination of employment.
 - (2) employee may elect to convert policy from group term life insurance to a personal policy other than term life insurance.
 - (3) premiums are based upon class of risk, age on the effective date of the personal policy, type of personal policy, and the amount of the personal policy.
 - (4) employee, if interested in conversion, is to complete a life insurance conversion form within 31 calendar days of termination of employment date and submit the form directly to Metropolitan Life Insurance Company.
 - (5) personal policy is issued by Metropolitan Life Insurance Company.
 - (6) Metropolitan Life Insurance Company toll-free telephone number: 1-800-638-5433.

Employee Assistance Program (Lifeline)

- A counselor is available 24-hours a day for help in dealing with personal or family issues related to your termination of employment. This service is available to you and your immediate family members through the last day of the month in which you work.
- The toll-free telephone number for Lifeline is 1-800-284-7575.



- Employees may also contact the KSU Department of Employee Relations at 785-532-6818 for other assistance (e.g. referral resources).

Long-Term Care:

- Employees who currently have long-term care insurance through MedAmerica will be allowed to continue their policy after the termination of employment date.
- Employees who are currently paying their long-term care premiums through payroll deduction will need to set up another premium remittance method with MedAmerica (e.g. bank draft) after the termination of employment date.

Retirement Plan:

- **Kansas Public Employees Retirement System (KPERS)**
 - Vested member - has three options:
 - (a) leave money in account and retire when eligible
 - (b) withdraw money and pay federal income tax and possible penalties
 - (c) rollover money to an individual IRA account

NOTES:

- a. Member must wait at least 30 calendar days from their last day of employment before electing options (b) or (c). Member has up to 5 years to decide which option to take. Member will earn interest on account for up to 5 years.
 - b. When eligible, member may apply for retirement at any time.
 - c. KPERS forms are available from the KSU Division of Human Resources.
- Non-vested member - has two options:
 - (a) withdraw money and pay federal income tax and possible penalties
 - (b) rollover money to an individual IRA account

NOTES:

- a. Member must wait at least 30 calendar days from their last day of employment before electing either option. Member has up to 5 years to decide which option to take. Member will earn interest on account for up to 5 years.
- b. KPERS forms are available from the KSU Division of Human Resources.

- **Kansas Board of Regents**
 - Member is vested from date of first employee and employer contribution. Member has three options:
 - (a) leave money in account
 - (b) withdraw money and pay federal income tax and possible penalties
 - (c) rollover money to an individual IRA account

****Appropriate forms are obtained by the member from the investment company.**

- **Voluntary Tax-Sheltered Annuity**

- Member has three options:
 - (a) leave money in account
 - (b) withdraw money and pay federal income tax and possible penalties
 - (c) rollover money to an individual IRA account

**** Appropriate forms are obtained by the member from the investment company.**

- **Deferred Compensation**

- Member has three options:
 - (a) leave money in account
 - (b) withdraw money and pay federal and state income tax
 - (c) rollover money to an individual IRA account

****Appropriate forms are obtained by the member from ING Financial Advisors.**

****SPECIAL NOTICE:**

If an employee is currently eligible to retire from either KPERS or the Kansas Board of Regents retirement plan, they may elect to do so in lieu of a layoff. This election may be accomplished by completing a Notification of Retirement - PER 37 form, available from the KSU Division of Human Resources.

Contact the KSU Division of Human Resources - Benefits Administration office to discuss this option and completion of appropriate application documents.

Savings Bond:

- Any monies in the Savings Bond Remaining Balance Account with Kansas State University will be refunded to the employee after their termination of employment date.
- This refund will be by separate check, mailed to the employee's home address.

Workers' Compensation:

- Employees will continue to receive Workers' Compensation benefits for reported injuries or accidents occurring prior to their termination of employment date and as determined compensable by the State Self-Insurance Fund.
- Employees are to submit any Workers' Compensation medical, travel or reimbursement claims directly to the State Self-Insurance Fund (SSIF) in Topeka.



Appendix A:

Resource List:

<u>Organization</u>	<u>Address</u>	<u>Telephone</u>
AdvancePCS (Prescription plan)	P.O. Box 853901 Richardson, Texas 75085-3901	1-800-294-6324
ASI (Flexible Spending Account)	P. O. Box 6044 Columbia, Missouri 65205-6044	1-800-366-4827
CompLink (Direct bill health insurance)	P.O. Box 223684 Dallas, Texas 75222	1-866-214-2978
Delta Dental Plan of Kansas (Dental plan)	P.O. Box 49198 Wichita, Kansas 67201-9198	1-800-234-3375
Department of Employee Relations Kansas State University (Employee Assistance Program)	103 Edwards Hall Manhattan, Kansas 66506	785-532-6818
Division of Human Resources Kansas State University (Pay, KSU employment, benefits)	103 Edwards Hall Manhattan, Kansas 66506-4801	785-296-6277
Division of Personnel Services State of Kansas (State employment)	Landon State Office Building 900 SW Jackson Street, Room 901-N Topeka, Kansas 66612-1251	785-296-4278
ING Financial Advisors (Deferred compensation)	212 SW 8 th Avenue, Suite 100 Topeka, Kansas 66211	1-800-232-0024
Kansas Public Employees Retirement System (KPERs) (Retirement plan)	611 S. Kansas Avenue, Suite 100 Topeka, Kansas 66603-3803	1-888-275-5737
Learning Quest (Educational Savings Program)	P.O. Box 29202 Shawnee Mission, Kansas 66201-9202	1-800-579-2203
MedAmerica Insurance Company (Long Term Care)	One Blue Cross Place 165 Court Street Rochester, New York 14647	1-800-544-0327
Metropolitan Life Insurance Co. (TEA life insurance)	P.O. Box 2001 Aurora, Illinois 60507-2001	1-800-638-5433



Minnesota Life Insurance Co. (KPERS basic and optional life insurance)	400 Robert Street North St Paul, Minnesota 55101-2098	1-877-215-1476
New Directions Behavioral Health (Lifeline - EAP)	5000 W. 95 th Street, Suite 300 Leawood, Kansas 66207	1-800-284-7575
Social Security Administration (Manhattan area)	222 Southwind Place Manhattan, Kansas 66503	785-539-4681
State Self-Insurance Fund (Workers' Compensation)	Division of Personnel Services Landon State Office Building 900 SW Jackson Street, Room 951-S Topeka, Kansas 66612-1251	785-296-2364
Superior Vision Services, Inc. (Vision - eyeglasses, contacts)	P.O. Box 967 Rancho Cordova, California 95741	1-800-507-3800
Health Insurance Plans - -		
Coventry Health Care (HMO)	Coventry Health Care of Kansas 1001 E. 101 st Terrace, Suite 300 Kansas City, Missouri 64131	1-800-969-3343
Kansas Choice (Indemnity)	Blue Cross/Blue Child of Kansas 1133 SW Topeka Boulevard Topeka, Kansas 66629-0001	1-800-332-0307
Kansas Prefer (PPO)	P.O. Box 268941 Oklahoma City, Oklahoma 73126-8941	1-800-882-3639
Mid America Health (HMO)	8320 Ward Parkway Kansas City, Missouri 64114	1-800-632-4761
Preferred Health Systems (PPO)	8535 East 21 st Street North Wichita, Kansas 67206	1-866-618-1691
Preferred Plus of Kansas (HMO)	8535 East 21 st Street North Wichita, Kansas 67206	1-866-618-1691
Premier Blue (HMO)	P.O. Box 3518 Topeka, Kansas 66601-3518	1-800-332-0028
Kansas Board of Regents Retirement Plan Companies - -		
ING Financial Advisors	212 SW 8 th Avenue - Suite 100 Topeka, Kansas 66603	1-800-232-0024
Lincoln Financial Advisors	10851 Mastin - Suite 950 Overland Park, Kansas 66210	1-800-762-6098



<u>Organization</u>	<u>Address</u>	<u>Telephone</u>
Security Benefit Group of Companies	One Security Benefit Place Topeka, Kansas 66636-0001	1-800-888-2461
TIAA-CREF	730 Third Avenue New York, New York 10017	1-800-842-2776